

ILLINOIS MIECHV REPORTING CALENDAR

Updated 3/12/14

REPORTING ITEMS	Contact for Questions	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FISCAL													
Previous month's invoice is due to DHS	Lydia McAfee, DHS	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun
Budget revisions	Lydia McAfee and Bev Sanders, DHS	send revision with narrative justification as soon as you know of revisions >25% of your grant											
12-month spending plan for next SFY is due to DHS and OECD	Lydia McAfee, DHS											30-May	
PROGRAM													
Quarterly reports are due to OECD and DHS	Joanna Su, OECD	15-Jul			15-Oct			31-Jan			15-Apr		
Annual program plan for next SFY is due to DHS and OECD	Joanna Su, OECD											30-May	
Annual CSD workplan for next SFY is due to OECD	Joanna Su, OECD											30-May	
Program data will be requested for the annual federal reapplication (usually due in Aug; the guidance typically is published in July)	Lesley Schwartz, OECD	X											X
Program data clean-up may be requested for annual benchmark report due on Oct 31	Lesley Schwartz, OECD	X	X	X	X								
Annual QA site visit	Lydia McAfee, DHS	to be scheduled with each agency individually, on an annual basis											
FISCAL AND PROGRAM													
Quarterly fiscal call (both fiscal and program managers should attend)	Lydia McAfee, DHS, and Audrey Moy, OECD	to be scheduled with each agency individually, on a quarterly basis											